

For Office Use Only:

Date Received_____

Date Approved _____ Denied _____

Date of Audit (if applicable)_____

Enforcement Approval ☐ Yes ☐ No Date: _____

(Please type or print clearly in ink)

Part 1 To be completed by applicant/licensee

*NAME:	Last	First	Middle
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BUSINESS TELEPHONE:

RESIDENCE TELEPHONE:

ADDRESS OF RECORD: Number and Street

City

State

Zip Code

SOCIAL SECURITY NUMBER:

LICENSE NUMBER:

RENEWAL PERIOD REQUESTING EXCEPTION FOR:

_____ / _____ / _____ TO _____ / _____ / _____

REASON FOR EXCEPTION: (Check ☒ one box only)

☐ **Health** (Complete Part 2) ☐ **Health-Family** (Complete Part 2) ☐ **Military** (submit proof) ☐ **Out of Country** (submit proof)

Part 2 To be completed by attending physician/psychologist

Provide a description of the physical or mental disability and an explanation as to how the disability interferes with one or more major life activities, including the licensee's ability to complete 36 hours of Continuing Education through classroom/seminar attendance, home study, Internet courses over a two-year period. Please attach additional sheets, if necessary.

Approximate date disability began:_____ disability is ☐ Temporary ☐ Permanent

If temporary, approximate date licensee will be able to continue his/her Continuing Education:_____.

Is licensee limited in working in his/her licensed capacity? ☐ Yes ☐ No

If yes, please explain limitations: _____

Attending Physician's/Psychologist's Name

License Number

Business Telephone

Attending Physician's/Psychologist's Address

City

State

Zip Code

I declare under penalty of perjury under the laws of the State of California that I have read and understand the foregoing and that I meet all of the criteria stated herein and the information submitted on this form is true and correct. Providing false information or omitting required information are grounds for disciplinary action.

Date _____

Signature of Licensee

Date _____

Signature of Physician/Psychologist

* Business and Professions Code Sections 4982(b) and 4992.3(b) gives the board the right to refuse issuance of any registration or license, or to suspend or revoke the registration or license of any registrant or licensee if the applicant secures the registration or license by fraud, deceit, or misrepresentation on any application for registration or licensure submitted to the board.

EXCEPTIONS FROM THE CE REQUIREMENT

Section 1887.2(c) of the California Code of Regulations outlines three reasons for which the board will grant exception and the board's procedure for processing these requests.

Exception Regulation

(c) A licensee may submit a request for exception from the continuing education requirement, on a form prescribed by the board, for any of the reasons listed below. The request must be submitted to the board at least sixty (60) days prior to the expiration date of the license. The board will notify the licensee, within thirty (30) working days after receipt of the request for exception, whether the exception was granted. If the request for exception is denied, the licensee is responsible for completing the full amount of continuing education required for license renewal. If the request for exception is approved, it shall be valid for one renewal period. The board shall grant the exception if the licensee can provide evidence, satisfactory to the board, that:

- (1) For at least one year during the licensee's previous license renewal period the licensee was absent from California due to military service;
- (2) For at least one year during the licensee's previous license renewal period the licensee resided in another country; or
- (3) For at least one year during the licensee's previous license renewal period, the licensee or an immediate family member, including a domestic partner, where the licensee is the primary caregiver for that family member, had a disability. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, standing, lifting, reaching, sleeping, thinking, concentrating, and interacting with others. An impairment is substantially limiting if it prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The disability must be verified by a licensed physician or psychologist with special expertise in the area of the disability. Verification of the disability must include:
 - (A) the nature and extent of the disability
 - (B) an explanation of how the disability substantially limits one or more major life activities;
 - (C) an explanation of how the disability would hinder the licensee from completing the continuing education requirement given that such courses can be completed in the classroom, on-line, or via home study; and
 - (D) the name, title, address, telephone number, professional license or certification number, and original signature of the licensed physician or psychologist verifying the disability;

How to Request Exception

To request an exception, complete the form on the reverse side and submit to the board, along with sufficient proof. The board will accept any documentation establishing the validity of your request, including military orders that demonstrate service outside California, a passport or visa showing the dates you resided out-of-country, a doctor's note, etc. **Please remember that the documentation must supply all of the information required by Section 1887.2(c) above.** After the board's review, you will be notified whether your request was granted.

Exceptions Cannot be Granted Before the Fact

The board can only grant exceptions when provided with proof that you have met the minimum criteria outlined in Section 1887.2(c). You may request exception after the situation has occurred, or during the situation as long as you have met the minimum criteria. *For example, if your license expiration date is July 31, 2006, and you are going to live out of the country from May 2005 through November 2006, you can submit your request for exception due to living out of the country anytime after May 2006.*

Renewal Application

Please send in your request for exception prior to submitting your renewal application. Courtesy renewal applications are mailed out 90 days prior to the expiration date. It takes 30 business days to process an application for exception. ***Do not submit your renewal application until you have received a written decision regarding your request for exception. If your request is denied, you will be required to complete the mandatory coursework and hours of continuing education prior to renewing your license in active status.***

If you have any questions, please contact the board's CE program at (916) 574-7830.